

COVID-19 Safety Requirements for Employees

These are new times for all of us and we have been making adjustments to operating procedures to protect the health and well-being of staff and those we usually come into contact with.

To help keep staff safe and our facility operating, we require that staff follow the provincial guidelines for social distancing and the measures listed below so that we will all be able to stay healthy and continue to work through the busy grading, shipping, planting and production season.

If you have any concerns about your health or your risk of exposure please contact your supervisor:

Requirements:

If you are showing any symptoms of COVID-19 (see posted description of symptoms) PLEASE STAY HOME and contact your supervisor.

Each morning upon coming to work please read the acknowledgements page for the day and sign to acknowledge that you continue to meet all the criteria.

Upon coming to work, at the beginning and end of coffee break and lunch periods and at the end of the day please wash hands thoroughly with soap and water (do more often as required and appropriate).

Use hand wipes and hand sanitizer if soap and water are not available.

Please cover your mouth and nose with a tissue or your elbow when you cough or sneeze and use other personal protective equipment as available and appropriate.

Refrain from touching your eyes, nose or mouth.

Practice social distancing (6 feet apart) as directed by your supervisor in the work facility.

Practice social distancing during lunch time and coffee breaks - 6 feet apart - these can be taken in your vehicle or outside (weather permitting) if you prefer.

Regularly clean personal items coming into the workplace and store in designated area.

Thank you for your understanding as we work through this together!

Staff Acknowledgement

RE: COVID-19

Name: _____

Week: _____

I acknowledge:

I have monitored my temperature and I do not have a fever (temperature greater than 38° C or 100.4° F).

I have not developed a persistent dry cough and I am not experiencing any breathing difficulties or shortness of breath.

I have not been outside of Canada or been in close contact (within 6 feet of someone for a reasonable period of time) with family, friends, neighbours, etc. who has returned from outside Canada in the previous 14 days.

I have not returned from outside of PEI in the last 14 days or been in close contact (within 6 feet of someone for a reasonable period of time) with friends or neighbours who have returned from outside PEI in the previous 14 days (beginning March 20, 2020).

If a family member has returned from outside PEI (since March 20) we are following the provincial guideline: "If the person who has traveled and is self-isolating is not showing symptoms, **those living with them can continue daily activities as normal and follow good hygiene practices.** If the person self-isolating is experiencing symptoms, everyone in the household should also self-isolate and monitor symptoms until test results are confirmed.

Date

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____